

6.) 3:00 PM – 3:15 PM - Collaboration Services for Construction Contracts (David Sadler/Rudy Powell/Doug Martin)

Follow-up on discussion items from September 10, 2014 DCE Meeting.

Questions from the group.

1. What are the top ten tasks identified?

This is an extraction from a spread sheet of the consolidated top items collected from all the Districts and Turnpike The Team has prepared USE CASES for these. The ones highlighted are being questioned and most likely will not be on this list.

CEI Overtime requests

Correspondence – Letters / E-mails (General back and forth between FDOT, CCEI, Contractor).

Shop Drawings

Materials Issues (including QA Plans/DDM's and EAR's/Drill Shaft logs/Pile driving logs & certification packages, Asphalt Reports

Submittals – Preconstruction/ Schedule / RFI / Shop Drawings / Meeting Minutes / etc. (All Submittals)

QC Plan

Work Orders and Supplemental Agreements

RFI/RFM from the contractor

Correspondence and retention per EDMS requirements

CPPR s (including DL's and DWL's)/Weather letters/Schedules

Utilities (Anything Utility Related)

Estimates - Invoices/ Progress Estimates / Final Estimates / Time Correspondence (Money and Time)

Ball in Court / Alerts

Lane Closures

NOI's/Claims/ and DRB information(DRB Agendas/DRB meeting minutes/invoices/position papers and rebuttals for a DRB hearing)

Warranties

Pictures / Videos / Aerials (DOT)

Compliance – EEO / DBE / etc.

Lessons Learned

Deficiency lists/punch lists

2. What training will be provided to end users?

Training materials are being developed and we will receive “train the trainer” training.

3. When will the training be provided?

Prior to District Implementation.

4. Will PB provide training or support for trainers?

Yes

5. Will training be provided for digital signatures?

Yes. We are working on instructional guides for different Document types.

6. What is the status of the forms to accept the digital signatures?

These are slowly being modified. Some are PDF, some are Excel and some are Word.

7. Will there be a dropdown menu in Project Solve for all of the different forms?

There will be a reference folder on the project site which will have all the forms for the project pre-populated with the attribute information.

8. What changes can be made once the initial setup in Project Solve is made?

We are proposing that a statewide committee be formed with a member from each District. When changes are suggested this committee will decide how to implement statewide. Also, we are proposing that the Districts will have a “District Specific folder” to put functions which are relevant to a single District. The District Admin will have complete control of this folder.

9. What outreach with contractors has been performed?

District 5 (Valerie Coe, Eddie Ferris) conducted an interview with a contractor and got their input for the “Contractor’s Perspective View”. We will have more of these once we get this perspective view set up.

Also, we will need to do this for the CEI perspective as well.

10. Is a contractual requirement needed to do business this way?

If FDOT and the Contractor and the CEI all agree then a memorandum of agreement to do business electronically will need to be signed by all parties. District 4 has already used this method and we have their example to follow for the other Districts.

11. What is the plan if a contractor elects to stay with paper?

We believe that once this catches on this will not be an issue. However, we realize that there may be cases where it would not be practical and the District will have control of whether a project gets put on a site. If it is necessary for a project to not be on the hosted site it doesn't have to be. This project will be handled as they are handled today. Recommendation is that we put all projects on the collaboration site.

12. What is the status of the digital signatures in offices that interact with construction during a contract such as design, materials, traffic ops, EMO?

The Design Offices have been using digital certificates for a good while now. Methods of plans submittals are digital at this point. We, as a whole, need to have more discussions regarding how we will administer Design-Build projects.

At present, if everyone has activated their signature vouchers there is no reason why we cannot implement paperless exchange between all the offices mentioned above. There were 390 certificates purchased and issued to our users.

Some of the vouchers were not utilized and we lost the funding for them. According to OIS it was not a significant amount.

13. What is the status of the purchase of tablet devices for Department personnel?

Amy Tootle is working on this issue. Please get an update from her on it.

14. How will software updates be handled?

Software updates will all be done by the provider of the service. This is only software that is resident on the server provided by the Vendor.

15. What is the status of processing monthly estimates using digital signatures with all of the attached documents?

We developed a "White Paper" describing the need for this. It was given to the Disbursements Office to champion. They are presenting the case to DFS for their approval.

Chris Craig, our contact person there, has accepted a job in another office. I'm not sure where we are with this issue. But, we are not going to let it die. We will continue to push it.

16. What is the status of combining forms to simplify monthly estimates?

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